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Approved For Release 2001/03/02 : CIA-RDP67-00059A000200180001-9

D R A F T

TO: Assistant Director, C&D  
FROM: Assistant Director, R & E  
SUBJECT: Requirement for a Saturday Edition of the C.I.G. Daily Summary

1. When the C.I.G. Daily Summary was established (February 1946), the Director decided that a Saturday edition on a reduced scale should be published in time for delivery to the President and other recipients before noon. Since then O.R.E. has required the attendance of a skeleton staff on Saturdays to get out this edition.

2. Cables obtained from the Office of the Secretary of State constitute the essential material for the Daily Summary in present circumstances. The only cables available to O.R.E. on Saturdays, however, are those obtained at the State Department's Division of Communications and Records, and they are not received until 0930. Consequently the noon deadline cannot be met and the content of the Saturday Summary, when published, is not generally of first importance.

3. In February 1946 the President and other recipients of the Daily were normally at their offices on Saturdays, at least until noon. This has long since ceased to be the case. In the actual circumstances, the Communications Division, P & A, is unable to deliver a single copy of the Daily on Saturdays. In consequence the Saturday edition, prepared with much extraordinary effort, is kept locked up in the Communications Division over the weekend and is

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delivered on Monday morning.


4. It may be of some advantage to some recipients to receive the Saturday edition of the Daily on Monday morning. With respect to the President, however, I understand informally that he receives the Saturday edition with the Monday edition on Monday afternoon. If this is the case, he would be as well or better served if the two editions were consolidated for delivery on Monday.

5. Maintenance of a skeleton staff on Saturdays legally requires the granting of compensatory time off. It has not, however, been feasible to grant this time off in every case. Where granted it constitutes an inconvenience and a drain upon the limited resources of O.R.E.; where denied, it constitutes a personal hardship. Inconvenience and hardship can be borne in a good cause, but should not be imposed without good reason.

6. In view of the foregoing, O.C.D. is requested to conduct an early survey to determine whether there exists at present a compelling requirement for a Saturday edition of the C.I.G. Daily Summary.

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Deputy Assistant Director  
Office of Reports and Estimates

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## OFFICE OF REPORTS AND ESTIMATES

DATE	FROM	OFFICE	TO
		OFFICE OF ASSISTANT DIRECTOR	
		ASSISTANT DIRECTOR	
		DEPUTY ASSISTANT DIRECTOR	
		EXECUTIVE STAFF	
		PERSONNEL AND ADMINISTRATION	
		MESSAGE CENTER	
		PLANNING STAFF	
13 June	LM	INTELLIGENCE STAFF	
		CURRENT DIVISION	
		PRESENTATION DIVISION	
		PROJECTS DIVISION	
		LATIN AMERICAN BRANCH	
		WESTERN EUROPE BRANCH	
		EASTERN EUROPE/USSR BRANCH	
		NEAR EAST/AFRICA BRANCH	
		FAR EAST/PACIFIC BRANCH	
		NORTHERN BRANCH	
		REFERENCE BRANCH	
		SCIENTIFIC BRANCH	
		FUNCTIONAL BRANCH	
		ECONOMIC GROUP	

☐ ACTION    ☐ RECOMMENDATION    ☐ COMMENT

☐ SIGNATURE    ☐ INFORMATION    ☐ RETAIN

REMARKS: Attached is a draft request on OCD for a survey to determine whether there is a compelling requirement for the Saturday edition of the Daily Summary. I urge that the request be made for reasons stated in the draft.

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